



MUSEUM MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To lead, plan, direct and review the activities and operations of the Tempe History Museum; to coordinate activities with other groups within in the Library and Cultural Services division and other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Deputy Community Services Director – Library and Cultural Services.

Supervision Received and Exercised:

Receives general direction from the Deputy Community Services Director – Library and Cultural Services or from the Director of Community Services.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop, plan, implement, and administer the Museum operations, exhibits, activities, projects and programs; monitor work flow; recommend, develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Oversee facility maintenance.
- Oversee and manage the operation and maintenance of the Petersen House Museum and maintenance and lease of the Elias-Rodriguez House.
- Coordinate and partner Museum activities and programs with those of other Division entities and other departments as well as outside agencies and organizations, including Tempe Historical Society.
- Develop and implement ongoing strategic long-range plans to meet national museum standards; ensure that all museum operations adhere to the American Alliance of Museums national museum standards.
- Coordinate development, implementation and updates of a museum technology plan

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- Prepare the Museum budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement disciplinary actions; recommend employee terminations.
- Recruit, train, motivate and recognize volunteers
- Oversee the curation, management and preservation of the museum's artifact collections and other resources donated by other City departments as well as outside entities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Act as co-liaison to the Tempe Library and History Museum Advisory Board appointed by City Council.
- Serve as an ad-hoc member of the Tempe Historic Preservation Commission per City ordinance.
- Write grant proposals; administer grants.
- Coordinate special programs for the Museum, including fundraising and community outreach programs.
- Coordinate community room rentals and manage the Museum store, providing oversight and reporting of all cash handling procedures.
- Conduct research pertinent to the Museum collection.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in museums including two years of administrative and supervisory responsibility.

Education:

Effective November 1988

Revised January 1999

Revised Dec 2010 (title change)

Revised June 2014 (Essential functions; minimum qualifications)

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Master's degree from an accredited college or university with major course work in museum administration, anthropology, history or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 439

Status: FLSA - Exempt/ Classified